

MasterBUILT® Hotels develops, builds, manages and invests in best-in-class, select service hotels across Canada. MasterBUILT lives and breathes hospitality, developing more ground up hotels than other company in North America. As a Gold Standard winner of Canada's Best Managed Companies, MasterBUILT believes in investing in the development of talented people with a passion for delivering exceptional results and a desire to learn and grow.

## **NEW OPPORTUNITY: Accountant, Corporate Calgary, AB**

Reporting to the Operational Controller, the **Accountant, Corporate** will be responsible for all day-to-day accounting for corporate, construction, and multiple development operations, including cheque runs, reconciliations, and assisting in full cycle monthly financial statements and working paper binders.

This is a full-time permanent position and requires the ability to be very organized in a fast-paced environment. Strong verbal and written communication skills are required.

### **RESPONSIBILITIES:**

- Standardization of all accounting processes and procedures
- Accounting for corporate operations, including full-cycle accounts payable, receivable and reconciliation of banks, monthly accruals, and adjustments. Perform chargebacks to all related companies.
- Monthly reconciliation of all company credit cards to submitted expense claims, including coding verification
- Maintain accounting files and arrange for archiving of old records annually
- Track Fixed asset schedules
- Provide back-up administration of all software issues
- GST, QST, PST, compliance preparation including communications with CRA and Revenue Quebec
- Assisting in preparation of financial reporting
- Assisting in preparation of working paper packages
- Assisting in the preparation of project funding reports
- Ad hoc duties as assigned

### **QUALIFICATIONS:**

#### **Experience Required**

- 2-4 years of experience in a similar role
- Microsoft Dynamics/Great Plains experience preferred
- Proficiency with Microsoft Office programs such as Word and Excel
- Technologically adept; this position will assist in software conversions and enhancements

# NEW OPPORTUNITY

## **Mission Critical Competencies**

- Ability to troubleshoot, strong problem solving skills
- Ability to work independently or under minimal supervision
- Ability to demonstrate being a team player
- Excellent customer service and interpersonal skills
- A strong command of both written and spoken English and French is strongly preferred
- A fun, positive attitude with a sense of humour

## **Desired Education**

- Accounting Diploma/Degree and/or classes towards CPA designation

## **MASTERBUILT OFFERS:**

- A corporate culture that our employees describe as: Entrepreneurial, Results Focused, Relationship Oriented, Supportive of Growth & Learning, Collaborative, Empowering and Fun
- An opportunity to put your creativity to work: we want to be the trend setters, not the ones fighting to catch up
- A compensation package that provides incentives and rewards performance
- A flexible benefits package that recognizes various personal/family situations
- A rewarding corporate culture that fosters a positive team and family spirit
- A cooperative management team that is strategic and forward thinking
- A fast-paced environment with opportunities for advancement

## **TO APPLY:**

Please apply online at <https://masterbuiltsuperior.bamboohr.com/jobs/view.php?id=89>. We thank all applicants for their submissions, but only those deemed qualified by our hiring manager will be contacted. No phone calls please.